



1819 Grimmer Avenue, Burbank, CA 91504 Tel. (818)559-2336 Fax: (818)559-9668 burbankhousing@burbankglobal.net

August 27, 2012

Ross Young
Housing Development Manager
275 East Olive Avenue
P.O. Box 6459
Burbank, CA 91510

RE: Project Completion Report for 2234 N. Catalina Street, Burbank

Dear Mr. Young,

The purpose of this report is to provide the Burbank Housing Authority with information pertaining to the 2234 Catalina Project such as: a) Schedule of Performance (SOP) b) Rehabilitation Costs and Scope of Work and c) Project Consideration.

a) SCHEDULE OF PERFORMANCE

Pursuant to the Affordable Housing Agreement, please note the following schedule:

	Proposed Schedule of Performance	Actual Schedule of Performance
Council Approval & Consideration	December 7, 2010	Completed
Close of Escrow	December 29, 2010	Completed
Relocation of Households	No later than April 1, 2011	April 5, 2011
Commence rehabilitation	No later than May 01, 2011 (amended to August 4, 2011)	Commence August 4, 2011
Completion of rehabilitation	No later than September 1, 2011 (amended to June 30, 2012)	Completed June 26, 2012

b) REHABILITATION COSTS and SCOPE OF WORK

The building was constructed in 1963 and the physical assessment of the exterior and interior of the units were considered in fair to poor condition. Based on the initial property site inspections, the original scope of work for rehabilitation and site improvements included the following:

- Improve and modernize on-site conditions and minor façade aesthetics;
- Install code-compliant, engineered staircase and second-floor exterior walkway;
- Remove illegal unit;
- Upgrade HVAC system;
- Upgrade electrical and plumbing;
- New windows and flooring;
- Asbestos and lead-based paint abatement;
- Full bathroom/kitchen upgrades
- Sustainable materials including:
 - Paint using low and no VOC materials;
 - Energy-efficient windows;
 - LEED-rated carpet tiles and vinyl flooring;
 - Recycled bath/kitchen countertops; and
 - Water and energy efficient appliances and fixtures.
- Correct site drainage issues;
- Replace driveway and parking lot with new concrete and permeable pavers;
- Install new irrigation system; and
- Plant new drought-tolerant landscaping.

Once the project began, the scope of work had to be expanded to include unforeseen and needed upgrades;

- Installation of posts/beam at rear of building to ensure adequate support for cantilevered unit
- Installation of gas lines for stoves to reduce utility costs
- Upgraded to new horizontal drain and sewer lines

Please find project costs matrix below:

	ORIGINAL BUDGET	ORIGINAL PER UNIT COST	ACTUAL BUDGET	ACTUAL PER UNIT COST
Rehabilitation Cost	\$494,300	\$70,600/unit	\$502,479	\$71,783/unit
Indirect Costs	\$41,100	\$5,900/unit	\$84,882	\$12,126/unit
Site Work and Contingency Cost	\$259,600	\$37,100/unit	\$119,512	\$17,073/unit
TOTAL PROJECT COST	\$795,000	\$113,600/unit	\$706,873	\$100,982/unit

Despite the additional unforeseen scope of work, we were still able to complete this project a well within budget. As illustrated above, actual costs were very close to the original line item budgets which reduced the need for contingency funds. The unused funds that resulted from these savings amounted to \$73,405.52. These reduced project costs further reduced the 15% developer fee from \$254,300 to \$243,289.17 – a difference of \$11,010.83. The total combined unused funds of \$84,416.35 should reduce the total Authority Loan amount from \$1,934,300.00 to \$1,849,883.65.

C) PROGRAM CONSIDERATION

The seven rehabilitation units were placed into use immediately after completion and are now fully occupied. We believe that this project will support revitalization efforts in the Golden State Focus Neighborhood, while providing affordable housing opportunities to lower income households.

Sincerely,

Sylvia Moreno for Judith Arandes.

Judith Arandes

Executive Director

CC: Sylvia Moreno, Senior Project Manager- BHC
Maribel Leyland, Housing Authority Manager- CDD